

Approving an Invoice

Scope

This section describes how to use SFA FMS to manually approve a unique invoice for an individual supplier/vendor.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Payables SuperUser

Distribution

N/A

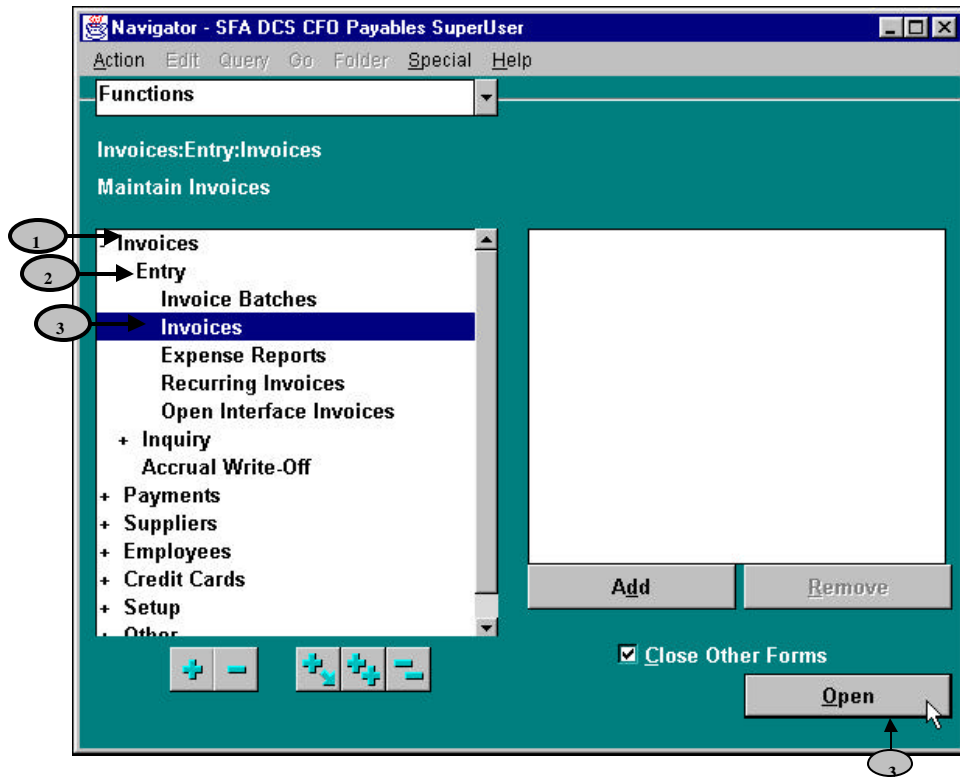
Ownership

N/A

Activity Preface

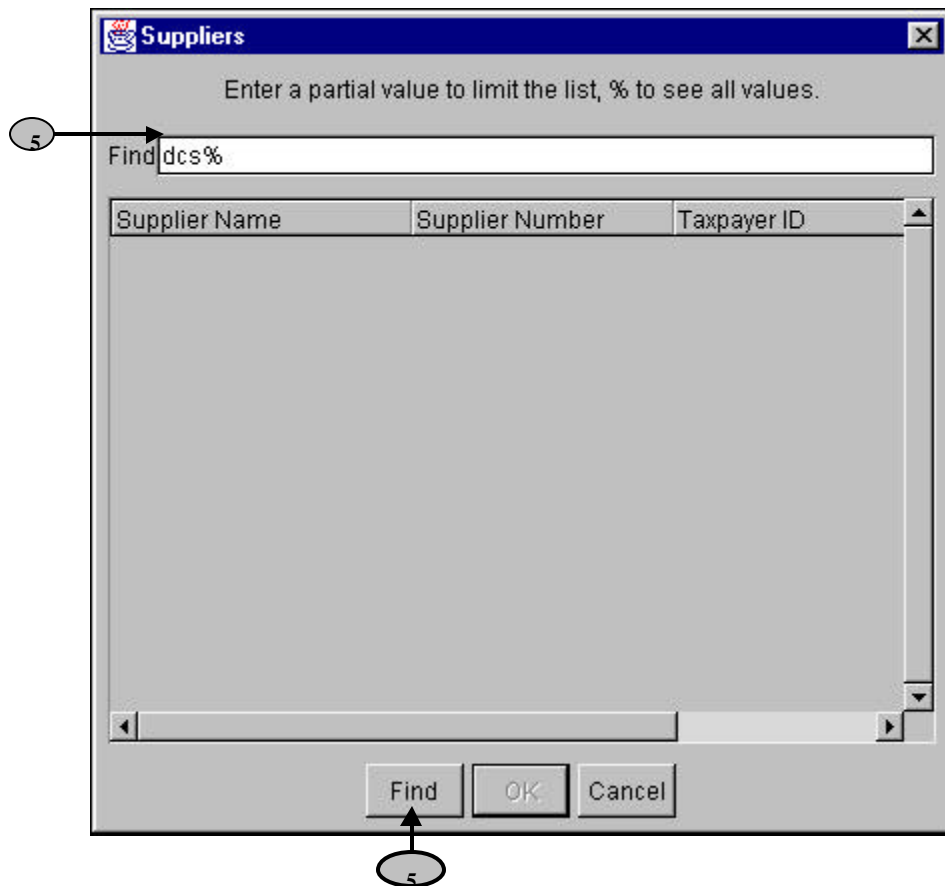
This activity is performed whenever an individual invoice needs to be manually approved.

Approving an Invoice-SFA (Program) Payables SuperUser

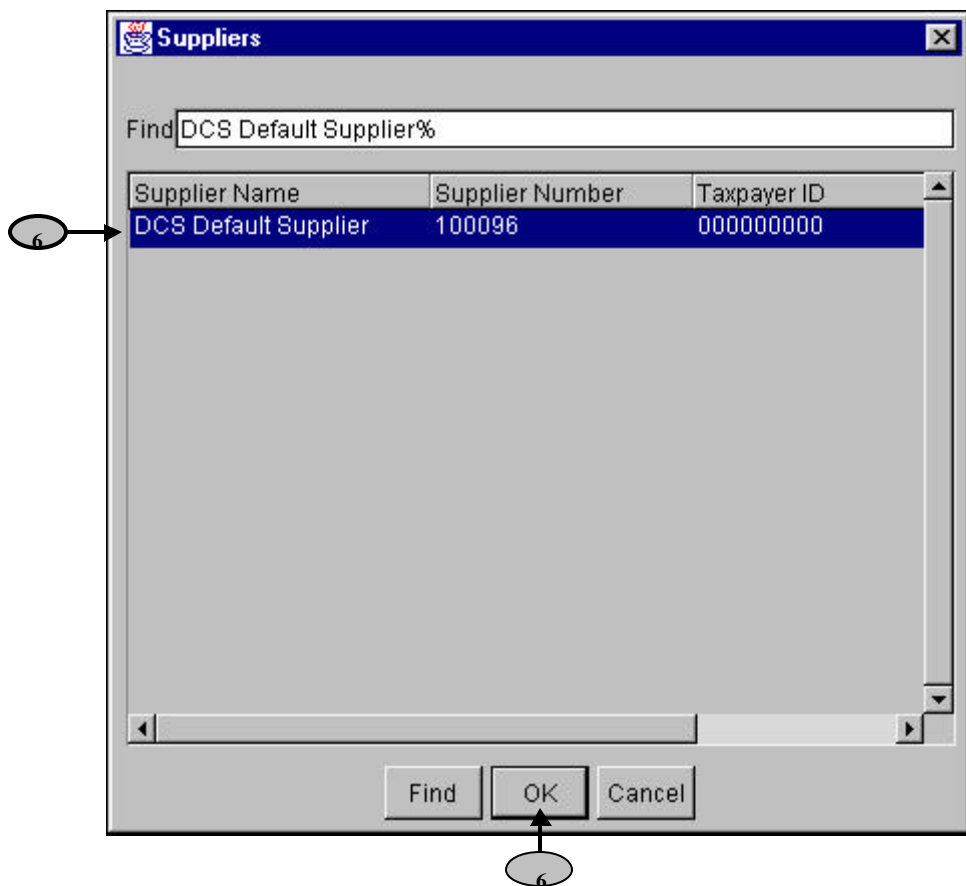


1. From the "Navigator" window, double-click **Invoices**. The Invoices sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click Invoices and click the Open button. The "Find Invoices" window appears.

4. With the cursor in the **Supplier Name** field, click on the **List of Values** icon in to view a list of valid values for the **Supplier Name** field.



5. Click the **Find** button to view a list of all valid values, or enter a partial value before the % sign in order to limit the list to those values pertaining to your program and then click the **Find** button.



6. Click the desired supplier and click on the **OK** button. The “Find Invoices” will appear with the selected supplier information populated.

Find Invoices

Action Edit Query Go Printer Special Help

Supplier

Name: DCS Default Supplier Number: 100096
 Site: Taxpayer ID: 000000000
 PO Num: PO Shipment:

Invoice

Number: Terms:
 Type: Pay Group:
 Amounts: Invoice Batch:
 Dates: Currency:

Invoice Status

Paid:
 Posted:
 Status:

Holds

Status:
 Name:
 Reason:

Voucher Audit

Category:
 Name:
 Numbers:

Invoice Template

Number:
 Period Type:

Calculate Balance Owed... Clear New Find

7. Click the Find button. The “Invoices” window appears listing all of the invoices for the selected supplier.

Invoices (SFA FMS)

Action Edit Query Go Printer Special Help

Batch Control Total
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Cur	Invoice Amo
Standard	Colorado S	100002	GA_COL	20-DEC-2000	708M022001	USD	1,639,641.
Standard	Colorado S	100002	GA_COL	16-JAN-2001	NSLDSAMF2	USD	576,108.
Standard	Colorado S	100002	GA_COL	12-JAN-2001	708M032001	USD	3,305,665.
Standard	Colorado S	100002	GA_COL	14-FEB-2001	708M042001	USD	1,663,748.
Standard	Colorado S	100002	GA_COL	20-FEB-2001	708LPIF-1231	USD	326,665.
Standard	Colorado S	100002	GA_COL	30-JUN-2001	708AMF-2001	USD	576,108.

Amount Paid: USD 0.00
 Holds: 0
 DistributionTotal: 576,108.00
 Status: Never Approved
 Posted: No
 Desc: GA708 NSLDS AMF for the Fiscal Year 200130

Actions... 1 Holds Payments Match
 Scheduled Payments Overview Distributions

8. Using the scroll bar, search for the invoice you wish to approve and click in the row for that invoice. The “Distributions” window appears.

Distributions (SFA FMS) - 708AMF-2001-30-70L Colorado Student Loan Program

Action Edit Query Go Folder Special Help

Invoice Total: 576,108.00
Distribution Total: 576,108.00

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	576,108.00		30 JUN 2001	0243XNY.B.01.610000.ENJ800

Account Description: FED DIRECT STUD.CATEGORY B.Year 2001.OPERATING EXPEN.ACCOUNTING.D
Status: Never Approved
Posted: No
PO Number:

Prorate... 1 Reverse 1 View PO Calculate Tax

9. Review the Distribution to ensure the payment information is correct and then click the **X** button to close the “Distributions” window. The “Invoices” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

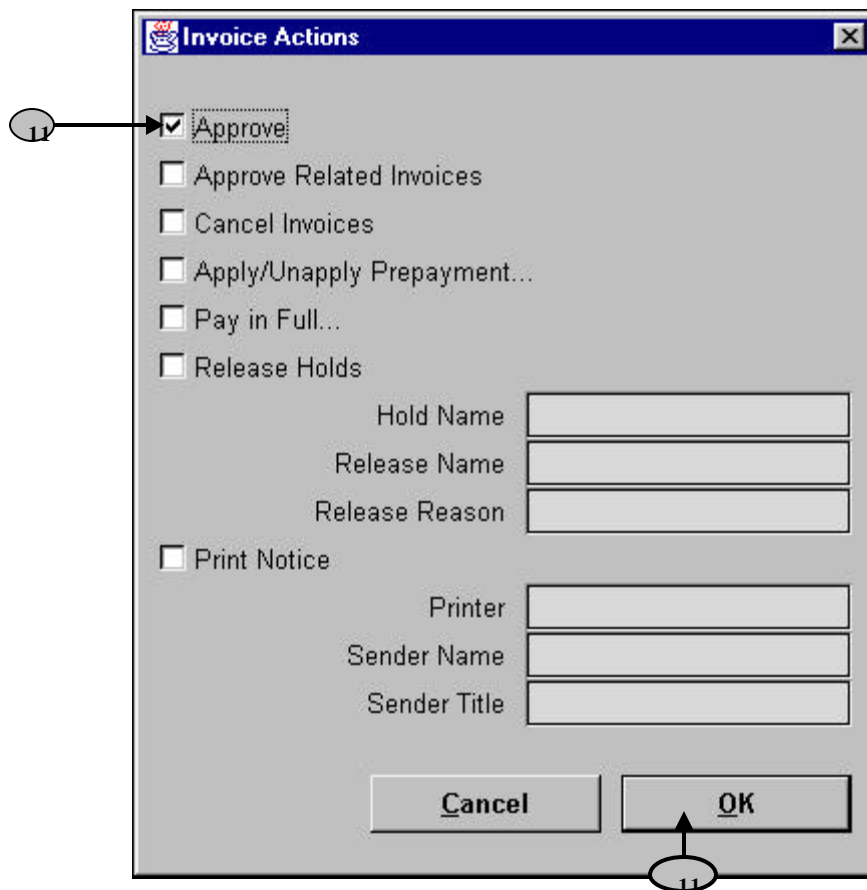
Batch Control Total
Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Cur	Invoice Amt
Standard	Colorado S	100002	GA_COL	20 DEC 2000	708M022001	USD	1,639,641.
Standard	Colorado S	100002	GA_COL	16 JAN 2001	NSLDSAMF2	USD	576,108.
Standard	Colorado S	100002	GA_COL	12 JAN 2001	708M032001	USD	3,305,665.
Standard	Colorado S	100002	GA_COL	14 FEB 2001	708M042001	USD	1,663,748.
Standard	Colorado S	100002	GA_COL	20 FEB 2001	708LPIF-1231	USD	326,665.
Standard	Colorado S	100002	GA_COL	30 JUN 2001	708AMF-2001	USD	576,108.

Amount Paid: USD 0.00
Holds: 0
Distribution Total: 576,108.00
Status: Never Approved
Posted: No
Desc: GA708 NSLDS AMF for the Fiscal Year 2001-30

Actions... 1 Holds Payments Match
Scheduled Payments Overview Distributions

10. With the correct invoice selected, click on the **Actions** button. The “Invoice Actions” window appears.

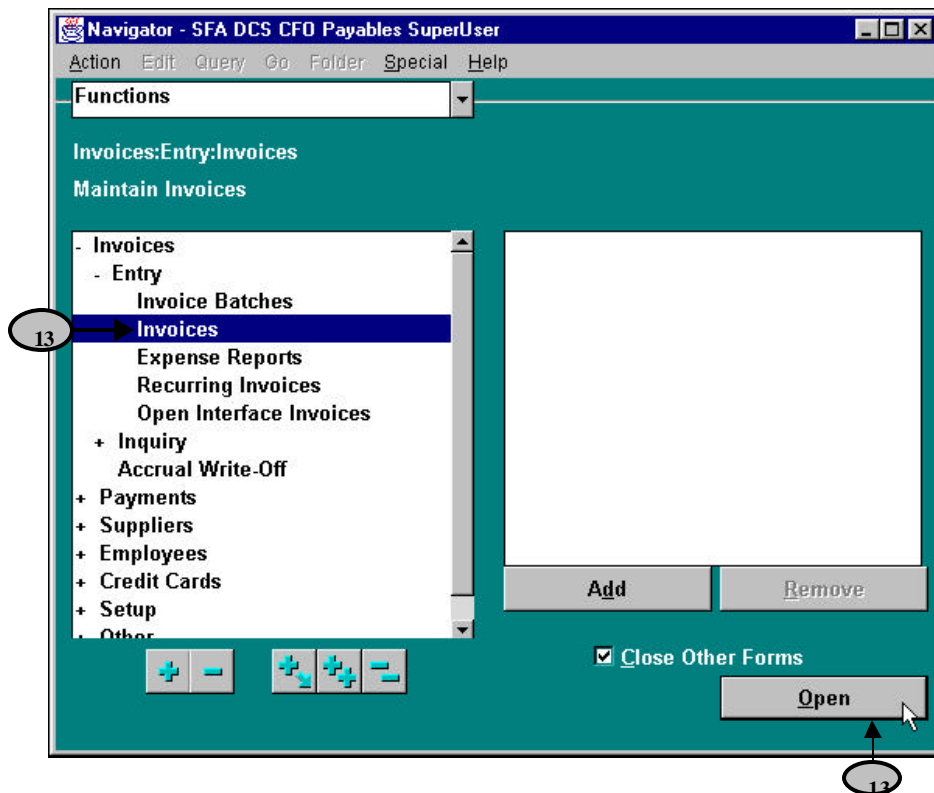


11. Select the Approve checkbox and click the OK button to approve the invoice.



12. A “Note” window appears indicating that no holds were placed or released. Click the **OK** button on the “Note” window. The “Navigator” window appears.

Confirm Approval of Invoice-SFA (Program) Payables SuperUser



13. To confirm that the invoice was approved, ensure that **Invoices** is selected under the Invoices, Entry sub-menu and click the **Open** button. The “Find Invoices” window appears.

Find Invoices

Action Edit Query Go Folder Special Help

Supplier

Name: Number:
 Site: Taxpayer ID:
 PO Num: PO Shipment:

Invoice

Number: Terms:
 Type: Pay Group:
 Amounts: - Invoice Batch:
 Dates: - Currency:

Invoice Status

Paid:
 Posted:
 Status:

Holds

Status:
 Name:
 Reason:

Voucher Audit

Category:
 Name:
 Numbers: -

Invoice Template

Number:
 Period Type:

Calculate Balance Owed... Clear New Find

14. With the cursor in the **Supplier Name** field, type the full Supplier name and click the Find button to view all of the invoices for the selected Supplier. The “Invoices” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total:
 Actual Total:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amt
Standard	Colorado S	100002	GA_COL	20 DEC 2000	708M022001	USD	1,639,641.
Standard	Colorado S	100002	GA_COL	16 JAN 2001	NSLOSAMF2	USD	576,100.
Standard	Colorado S	100002	GA_COL	12 JAN 2001	708M032001	USD	3,305,665.
Standard	Colorado S	100002	GA_COL	14 FEB 2001	708M042001	USD	1,663,748.
Standard	Colorado S	100002	GA_COL	20 FEB 2001	708LPIF-1231	USD	326,665.
Standard	Colorado S	100002	GA_COL	30 JUN 2001	708AMF-2001	USD	576,100.

Amount Paid: USD Holds:
 Status: Distribution Total:
 Desc: Posted:

Actions... 1 Holds Payments Match
 Scheduled Payments Overview Distributions

15. Search for the invoice number of the invoice you approved and check to see that the Status says “Approved.”

16. Click the **X** button on the “Invoices” window. The “Navigator” window appears.

End of activity.

